

Office of Insurance
 Agent Licensing Division
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 KOIAgentLicensingMail@ky.gov
<http://doi.ppr.ky.gov/kentucky/>
 (800) 462-2081 TDD

CERTIFICATION / CLEARANCE LETTER REQUEST

May be requested online at <http://doi.ppr.ky.gov/kentucky> Click eServices to set up a password-protected account and complete the Certification/Clearance Letter Request Form. Complete the licensee's full name, identification number (the licensee's Social Security Number, Federal Employer Identification Number, or Office of Insurance identification number), and type of letter needed. Please indicate where the processed paperwork should be mailed by providing the correct address on the request. Fees may be paid by credit or debit card online, or make check payable to the "Kentucky State Treasurer" in an amount of \$5.00 for each letter requested. The fee must be included with the request.

PLEASE ISSUE THE FOLLOWING:

(Indicate number of letters needed AND submit \$5.00 per letter)

___ CERTIFICATION LETTER

(Indicates the active license status of an individual or business entity in Kentucky.)

___ CLEARANCE LETTER

(Indicates that the individual or business entity is not currently licensed in Kentucky). Please attach the Voluntary Surrender Form if license is currently active.

Please list **the Name of Individual or Business Entity** for which the Certification/Clearance letter is being requested:

Full Name of Individual	Social Security Number
OR,	
Business Entity	FEIN #

PLEASE CHECK ONE OF THE FOLLOWING: ___ Hold for pick up **OR** ___ Mail to the following:

Attn:	
Address:	
City:	State:
Zip:	

Signature: _____

Date: _____